

the NEW

Hire A Texan

for students & alumni

powered by  handshake

Quick Guide For Students

1. Login

Claim your account at tarleton.joinhandshake.com using your go.tarleton.edu student email account.

Log on to tarleton.joinhandshake.com Activate your account, and check the box so that employers can view your profile. You may want to update your notification preferences on your profile.



(254)968-9078



careers@tarleton.edu

tarleton.joinhandshake.com

www.tarleton.edu/careerservices

2. Build

Upload your resume.

In your profile, click on "Documents" located in the upper right corner of the page. Click "Add New Document" to upload your resume and other documents. Be sure to upload a PDF version.

3. Connect

Build your profile and discover professionals and events related to your interests.

Once you have uploaded your resume, Handshake will automatically prompt you to build your profile. Check the suggested content for accuracy and fill in any blank fields.



TARLETON STATE UNIVERSITY
Career Services

Go Mobile

Go mobile with Handshake for access to:
Career Fairs
Events
Internships
Part-Time Jobs
Full-Time Jobs

Handshake learns as you interact with it! Search for opportunities and update your profile and Handshake will cater to what you're looking for.

Start using Handshake today!



Follow Your Passions

"Follow" your passions on Handshake for updates so you can easily access them later!

Features that you can follow include:

- Jobs & Internships
- Employers
- Interview Schedules

To view things that you have followed, click "Yes" on the "Show Followed Only" button.

To keep updated on events and fairs, click "+ Join Event" on the page.

Show Followed Only?

Yes No

Follow Us!

@TarletonCareers



Having login issues?

Don't fret!

Email careers@tarleton.edu and include your full name, Tarleton email address, and your UIN number.

Stay up to Date

Your Handshake calendar has all of our Career Services events and any appointments you have scheduled with our Career Services staff.

Sync your Handshake calendar to another online calendar by clicking on "User Settings" in the top right corner and then selecting "Account" in your profile. You should see a link at the bottom to export your calendar.

Profile Account Documents Calendar